



# **TOWN OF WEST HARTFORD**

Administration and Technology Committee  
Town Hall, 50 South Main Street, Room 312  
Monday, May 6, 2019, 8:00 AM

## **MINUTES**

### **Attendance**

Liam Sweeney (Chair)  
Chris Barnes (phone)  
Shari Cantor (phone)  
Chris Williams  
(phone)

### **Staff**

Matt Hart, Town Manager  
Bob Palmer, Director of Plant and Facilities (phone)  
Renee McCue, Public Relations Specialist

#### **1. Call to Order**

Chair Liam Sweeney called the meeting to order at 8:00 AM.

#### **2. Business Items**

- a. **Town Logo Project**-Town Manager Matt Hart and Public Relations Specialist Renee McCue provided an update on the town logo project. Progress continues and the committee recently met with the marketing team to refine the selected design. The committee selected a timekeeper styled logo and should receive the final product within a week. Staff plans to do a soft launch of the new logo as soon as possible in order to align with the website launch. Staff will share the final product with the Town Council.

#### **3. Staff Reports**

Director of **Plant and Facilities** Bob Palmer provided this update. He discussed daily operations for the Town and school buildings; there are no major issues. Buildings are being prepped for the air conditioning season. The switch over is typically in April but weather patterns this year have delayed the switch.

He highlighted recently completed and current projects for Town and Board of Education, including the 4<sup>th</sup> floor lobby ceiling replacement, DPW's incinerator demolition, Hall Science Labs and more. He announced major summer projects, which include roofing, flooring, and auditorium work at Sedgwick.

He provided an update on energy conservation and sustainability. Currently tracking under budget for FY19; electricity has significant savings. He detailed the renewable energy and energy conservation projects underway.

The Town has decided not to pursue a Sustainable CT certification in 2019. The Bronze certification awarded in 2018 is good for 3 years. The decision will allow for strategic planning and further engagement with the community.

#### **4. Communications**

None.

#### **5. Future Business Items**

For future agenda items, the committee is interested in a presentation on the Town's cyber security and timeline, a timeline on the completion of the new website, and a report from the Town Clerk regarding legislation on copy fees.

#### **6. Adjournment**

With no further agenda items, Chairman Sweeney adjourned the meeting at 8:25 AM.